



## Agency Records Disposition Schedule

Department: Department of Social Services

Section: General Services

Division: Division of Finance and Administrative Services

Sub-Section:

**TITLE:** Supply Transfer Requests

**CUTOFF:** EOSFY

**DESCRIPTION:** Includes all departmental orders for supplies and equipment acquired through the General Services warehouse as well as documents used to transfer goods from one division to another.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 8363

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010